

SUBMITTING YOUR PERFORMANCE PROGRESS REPORT

Whitney Marsland, ICF
March 22, 2017



Agenda



Overview of the Data Collection Tool

Overview of the On-Line Data Collection (OLDC) system

Helpful Resources and Support

Questions

Data Collection Tool

- Optional tool for keeping track of project data throughout the life of your project
- Designed to keep track of all data that pertains to individuals with low-income
- All information you will need to complete Form A of PPR will be collected in the Data Collection Tool for easy entry into OLDC.
- If you would like to use the Data Collection Tool, contact OCSRegistrar@icf.com and we will send you the Excel File.

Total Jobs Indicator and the Data Collection Tool

A	B	C	D
A. Performance Measures			
(1) Indicator Number	(2) Objective/ Goal	(3) Indicator	
A-04-B	Expand existing businesses to employ low-	Total # of bus expanded	
A-05-J	Create positions to employ low-	Total # of part-time positi	

Data Collection Tool without A-00-J Indicator

Form A in OLDC with A-00-J Indicator

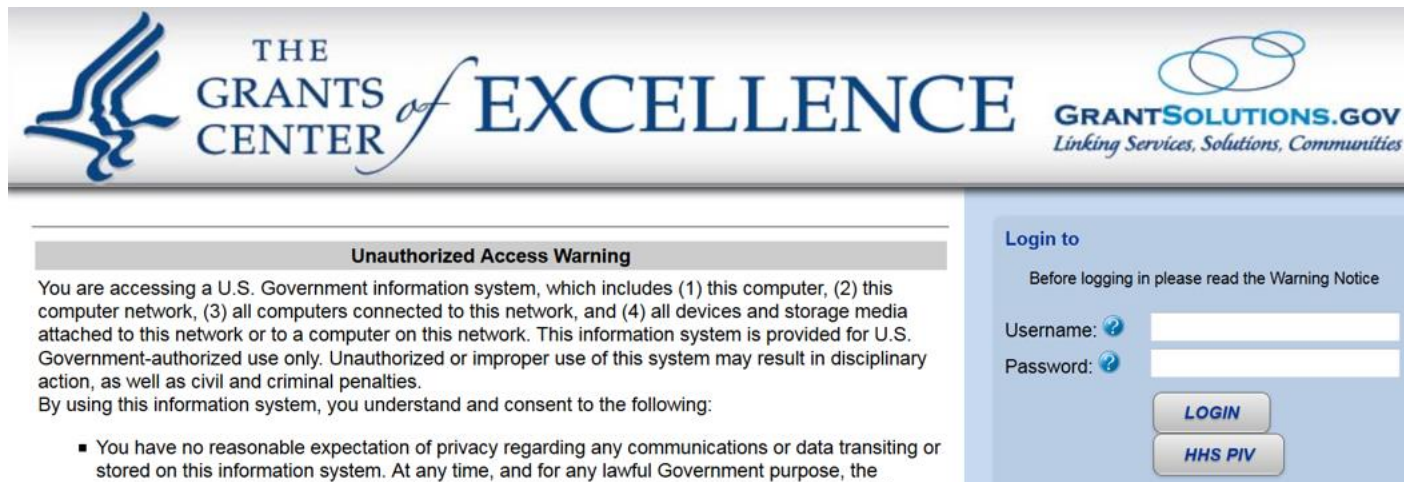
A. Performance Measures		
(1) Indicator Number	(2) Objective/Goal	(3) Indicator
A-04-B	Expand existing businesses to employ low-income people	Total # of businesses expanded
A-00-J	Create positions to employ all individuals (low-income and non-low-income)	Total # of full-time positions created for low-income and non-low-income people
A-05-J	Create positions to employ low-income people	Total # of part-time positions created

What is OLDC?

- On-Line Data Collection System
- System for grantees of the U.S. Department of Health and Human Services to submit data reports (PPRs) online
- Benefits include:
 - PPRs submitted through a secure site
 - Rule validations and data checks
 - Can upload attachments
 - Automatic notification of submission, approval, rejection
 - Cumulative tracking of project progress

Logging in to the OLDC System

- On-Line Data Collection System now accessed through GrantSolutions at www.grantsolutions.gov



THE GRANTS CENTER of EXCELLENCE

GRANTSOLUTIONS.GOV
Linking Services, Solutions, Communities

Unauthorized Access Warning

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the

Login to

Before logging in please read the Warning Notice

Username:

Password:

LOGIN

HHS PIV

- Select “On Line Data Collection”
- The OLDC page will open in a new window



GrantSolutions.gov

Account Management ▾ Funding Opportunity Applications Grants ▾ Reports ▾ **Online Data Collection**

Help/Support ▾

User Access to OLDC

- OLDC access via GrantSolutions
 - Project Contacts and Authorizing Officials should have GrantSolutions access
 - If not or additional staff need access, submit Grantee User Account Request form
 - Instructions for logging in:
<https://oldc.grantsolutions.gov/oldcdocs/quicksheets.html>
- Grant Solutions User Support available:
 - Monday-Friday 8 AM - 6 PM ET
 - help@grantsolutions.gov
 - 866.577.0771 or 202.401.5282

Navigation

- OLDC -> Report Form Entry
- Click links in the navigation path to return to previous screens in OLDC.
- Browser “back” button disabled for security purposes.
- Links appear and disappear as different screens are accessed.

Form Selection

- Program Name = Urban and Rural Economic Development
- Grantee Name = your organization
- Report Name = Program Performance Form (CED)

Form Selection

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: Program Name:

Search:(Optional) Search For: Like:

Step 2: Grantee Name:

Step 3: Report Name:

Form Selection Continued

- Confirm grant number listed under Funding/Grant Period

- Select reporting period; use Select Action dropdown to:

- Start new report
- Edit previously saved report
- Revise a submitted report to reflect new data

OLDC Home **Form Selection**

Form Selection

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: [Program Name:](#)

Search:(Optional) [Search For:](#) [Like:](#)

Step 2: [Grantee Name:](#)

Step 3: [Report Name:](#)

Step 4: [Funding / Grant Period:](#)

Step 5: [Report Period:](#)

	Reporting Period	Type	Report Status
<input type="radio"/>	04/01/2013 - 09/30/2013	Semi-Annual	Submission Accepted by CO (Revision #1)
<input type="radio"/>	10/01/2012 - 03/31/2013	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	04/01/2012 - 09/30/2012	Semi-Annual	Submission Accepted by CO

Report Sections

- 4 PPR sections: Cover, Forms A, B, E
- Each section's data entered separately and sections saved individually
- To edit a form, click the drop-down arrow next to a section, select Edit Section, and then click Go

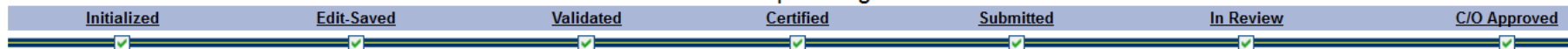
View Attachments Reject		
<u>Section Name:</u>	<u>Perform Action:</u>	<u>Section Status:</u>
Grantee Information & Certification	Select Action: ▼ Go	Submitted
A. Performance Measures	Select Action: ▼ Go	Submitted
B. Program Indicators	Select Action: ▼ Go	Submitted
E. Activity Based Expenditures	Select Action: ▼ Go	Submitted
View Attachments Reject		

Progressing Through the Forms Cover

OLDC Home Form Selection Report Sections **Report** Report Form Status

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT
Grantee Name:
Report Name: PPR
Funding/Grant Period: 10/01/2014 - 09/29/2017 EE (90EE)
Report Period: 04/01/2015 - 09/30/2015
Report Status: Submission Accepted by CO
Section Status: Submitted

Report Progress



[View Attachments](#)

[Next Section](#)

Appendix A: CED Performance Progress Report Form COVER PAGE

1.Federal Agency and Organization Element to Which Report is Submitted

2. Federal Grant or Other Identifying Number Assigned by Federal Agency
90EE1064

3a. DUNS Number
062987771-

3b. EIN
1610673339A1

Progressing Through the Forms

Form A

[OLDC Home](#) [Form Selection](#) [Report Sections](#) **Report** [Report Form Status](#)

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT
Grantee Name:
Report Name: PPR
Funding/Grant Period: 10/01/2014 - 09/29/2017 EE
Report Period: 04/01/2015 - 09/30/2015
Report Status: Submission Accepted by CO
Section Status: Submitted

Report Progress



[Previous Section](#)

[View Attachments](#)

[Next Section](#)

Appendix A: CED Performance Progress Report Form PERFORMANCE MEASURES SF-PPR FORM A

<u>1. Federal Agency and Organization Element to Which Report is Submitted</u> Administration for Children and Families	<u>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</u> 90EE1064	<u>3a. DUNS</u> 062987771- <u>3b. EIN</u> 1610673339A1	<u>4. Reporting Period End Date</u> 09/30/2015
--	--	---	---

A. Performance Measures

<u>(1)</u> <u>Indicator</u> <u>Number</u>	<u>(2)</u> <u>Objective/Goal</u>	<u>(3)</u> <u>Indicator</u>	<u>(4)</u> <u>Baseline</u>	<u>(5)</u> <u>Project</u> <u>Target</u>	<u>(6)</u> <u>Actual</u> <u>To Date</u>	<u>(7)</u> <u>Explanation</u>
---	-------------------------------------	--------------------------------	-------------------------------	---	---	----------------------------------

Progressing Through the Forms

Form B

[OLDC Home](#) [Form Selection](#) [Report Sections](#) **Report** [Report Form Status](#)

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT

Grantee Name:

Report Name: PPR

Funding/Grant Period: 10/01/2014 - 09/29/2017 EE

Report Period: 04/01/2015 - 09/30/2015

Report Status: Submission Accepted by CO

Section Status: Submitted

Report Progress



[Previous Section](#)

[View Attachments](#)

[Next Section](#)

Appendix A: CED Performance Progress Report Form PROGRAM INDICATOR SF-PPR FORM B

<u>1. Federal Agency and Organization Element to Which Report is Submitted</u> Administration for Children and Families	<u>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</u> 90EE1064	<u>3a. DUNS 062987771-</u> <u>3b. EIN 1610673339A1</u>	<u>4. Reporting Period End Date</u> 09/30/2015
--	--	---	---

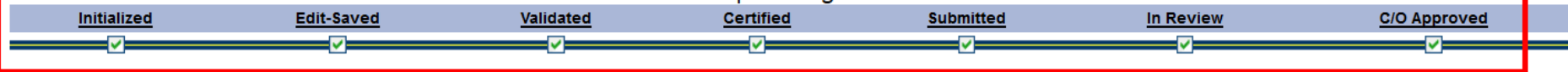
Progressing Through the Forms

Form E

[OLDLC Home](#) [Form Selection](#) [Report Sections](#) **Report** [Report Form Status](#)

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT
Grantee Name:
Report Name: PPR
Funding/Grant Period: 10/01/2014 - 09/29/2017 EE
Report Period: 04/01/2015 - 09/30/2015
Report Status: Submission Accepted by CO
Section Status: Submitted

Report Progress



[Previous Section](#)

[View Attachments](#)

Appendix A: CED Performance Progress Report Forms

ACTIVITY BASED EXPENDITURES SF-PPR-E

<u>1. Federal Agency and Organization Element to Which Report is Submitted</u> Administration for Children and Families	<u>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</u> 90EE1064	<u>3a. DUNS</u> 062987771- <u>3b. EIN</u> 1610673339A1	<u>4. Reporting Period End Date</u> 09/30/2015
--	--	---	---

PPR Submission Process

Report Stages

- Your report will go through a variety of stages during the reporting process.
 - Initialized
 - Saved (*Validated*, *With Warnings* or *With Errors*)
 - Validated
 - Certified
 - Submitted/Submitted with Warnings
 - Submission in Review by CO
 - Submission Accepted by CO
 - Submission Returned by CO

Validating

- It is important to validate each form, especially Form A
- Why?
 - You can't submit without validating your data
 - Deal with data entry errors to a particular set of indicators rather than as one long list, which might be overwhelming
- Validation errors
 - You will likely encounter some error messages when you validate your data
 - They are designed to catch common data entry mistakes
 - If you get one, don't panic, they are often easy to fix
 - Read them carefully, most tell you exactly what you need to do to fix them

Dealing with Error Messages

Error #1: [5557] Line A-02-B (Col 6) cannot exceed the number entered in A-01-B (Col 6).

[\[Goto Error\]](#) [\[Long Description\]](#)

Error #2: [5560] A-02-B (Col 6) must be greater than or equal to A-03-B (Col 6).

[\[Goto Error\]](#) [\[Long Description\]](#)

Error #3: [5618] A-01-B: Column 4 cannot exceed the number in column 6..

[\[Goto Error\]](#) [\[Long Description\]](#)

The page at <https://staging.acf.hhs.gov> says:

The total number of new businesses created at least 12 months ago (A-02-B) cannot exceed the total number of new businesses created (A-01-B). Please keep in mind that the figure in A-01-B is cumulative - it includes all new businesses that were created at any point in the grant period, regardless of whether the businesses are still in existence.

OK

Appendix A: CL PERFOR					
1. Federal Agency and Organization Element to Which Report is Submitted Office of Community Services			2. Federal Grant		
A. Performance Measures					
(1) Indicator Number	(2) Objective/Goal	(3) Indicator	(4) Baseline	(5) Project Target	(6) Actual To Date
A-01-B	Create new businesses to employ low-income individuals	Total # of new businesses created	<input type="text" value="3"/>	0	<input type="text" value="2"/>
A-02-B		# of new businesses that were created AT LEAST 12 months ago	<input type="text" value="0"/>		<input type="text" value="3"/>
A-03-B		# of new businesses created that have been or were operational in the community for AT LEAST 12 consecutive months	<input type="text" value="0"/>		<input type="text" value="4"/>

Validating

- Once data is entered, saved, validated, and any errors are corrected for each section, validate the entire PPR from the “Report Sections” screen:

- Create Section - Indicated by an asterisk (*), copies that section and creates a new blank section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

View/Add Attachments **Validate**

<u>Section Name:</u>	<u>Perform Action:</u>	<u>Section Status:</u>
Grantee Information & Certification	Select Action: <input type="button" value="Go"/>	Saved
A. Performance Measures	Select Action: <input type="button" value="Go"/>	Saved
B. Program Indicators	Select Action: <input type="button" value="Go"/>	Saved
E. Activity Based Expenditures	Select Action: <input type="button" value="Go"/>	Saved

View/Add Attachments **Validate**

Certifying

- After a report form has been successfully validated, a person with the appropriate roles can **Certify** the report form with a digital signature.

View/Add Attachments

Validate

Certify

Section Name:	Perform Action:	Section Status:
Grantee Information & Certification	Select Action: <input type="button" value="Go"/>	Saved -- Validated
A. Performance Measures	Select Action: <input type="button" value="Go"/>	Saved -- Validated
B. Program Indicators	Select Action: <input type="button" value="Go"/>	Saved -- Validated
E. Activity Based Expenditures	Select Action: <input type="button" value="Go"/>	Saved -- Validated

View/Add Attachments

Validate

Certify

Certifying

- When the Certify button is clicked, the section “Cover Page” displays. Scroll to the bottom of the screen and click the **Click to Sign** button.

Appendix C: JOLI Performance Progress Report Form COVER PAGE				
1. Federal Agency and Organization Element to Which Report is Submitted Office of Community Services		2. Federal Grant or Other Identifying Number Assigned by Federal Agency		3a. DUNS Number 3b. EIN
4. Recipient Organization Wisconsin Women's Business Initiative Corporation Address Line 1 2745 N. Dr. Martin Luther King Jr. Drive Address Line 2 Address Line 3				5. Recipient Identifying Number or Account Number 8. Final Report? <input type="radio"/> Yes <input checked="" type="radio"/> No 9. Report Frequency SEMI-ANNUAL
City Milwaukee	State WI	Zip Code 53212	Zip Ext. 2380	
6a. Project/Grant Period Start Date: 09/30/2010	6b. Project/Grant Period End Date: 09/29/2013	7a. Reporting Period Start Date: 04/01/2011	7b. Reporting Period End Date: 09/30/2011	
10. Performance Narrative (Attach a performance narrative that responds to questions in Form ACF-OGM SF-PPR Attachment B)				
11. Other Attachments (attach other documents as needed or as instructed by the awarding Federal Agency)				
12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.				
12a. Typed or Printed Name and Title of Authorized Certifying Official			12c. Telephone (area code, number and extension)	
12b. Signature of Authorized Certifying Official			12d. Email Address	
<div style="border: 1px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> Click to Sign </div>			12e. Date Report Submitted (Month, Day, Year)	

Save
View/Add Attachments
Validate
Next Section

Submitting

- When the form has been certified, it displays a Certified status
- An UnCertify button is available in case there is a need to return to the report for editing
- Next, return to the “Report Sections” screen to submit the report
- Once submitted, program specialist receives automatic email indicating report is available for review

Report Sections

Program Name: JOB OPPORTUNITIES FOR LOW INCOME INDIVIDUALS
Grantee Name: Wisconsin Women's Business Initiative Corporation - No. 01
Report Name: JOLI
Funding/Grant Period: 09/29/2010 - 09/30/2014 EO (90EO0208)
Report Period: 04/01/2011 - 09/30/2011
Report Status: Certified

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Selections in the dropdown lists may include:

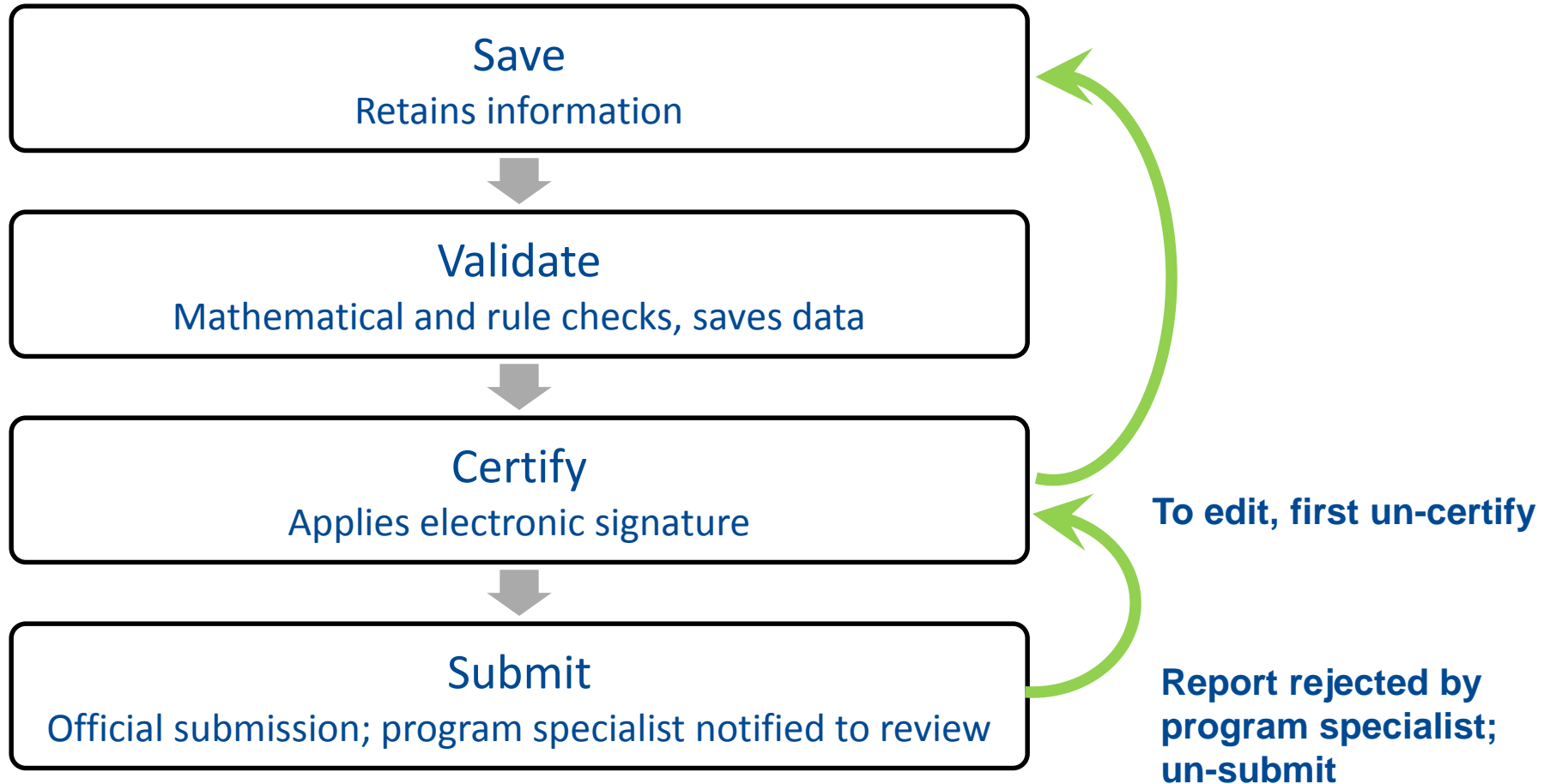
- Print Section - Opens a new browser window with the report in a print-friendly version.
- View Section - Opens the form section in a read-only version.

View Attachments UnCertify Submit

Section Name:	Perform Action:	Section Status:
Grantee Information & Certification	Select Action: Go	Certified
A. Performance Measures	Select Action: Go	Certified
B. Program Indicators	Select Action: Go	Certified
E. Activity Based Expenditures	Select Action: Go	Certified

View Attachments UnCertify Submit

Overview of Submission Process



Resources and Support

- OCS Program Specialists
 - Provide general grant assistance and guidance
 - Resource for questions or for technical assistance, because they can refer you to the right people and help you make sense of the issues you're encountering
 - Be sure to update your Program Specialist about changes in your grant information
- PPR Help Desk
 - Provides technical assistance for reporting with the PPR
 - Email us at OCSRegistrar@icf.com

Questions

- Questions not answered today can be sent to OCSRegistrar@icf.com
- Ask specific questions at tomorrow's breakout session, Making Sense of Your PPR.